



CANNON BUILDING
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STATE OF DELAWARE
DEPARTMENT OF STATE

DIVISION OF PROFESSIONAL REGULATION

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PUBLIC MEETING MINUTES:	REAL ESTATE EDUCATION COMMITTEE
MEETING DATE AND TIME:	Thursday, August 2, 2012 at 9:30 a.m.
PLACE:	861 Silver Lake Boulevard, Dover, Delaware Conference Room A
MINUTES APPROVED	09/06/2012

MEMBERS PRESENT

Doug Doyle, Kent County, Professional Member, Chairperson
Dee Henderson Hake, Kent County, Professional Member, Vice Chairperson (9:32 a.m. – 11:20 p.m.)
Barbara Brodoway, New Castle County, Public Member (9:32 a.m. – 12:05 p.m.)
Danielle Benson, New Castle County, Professional Member
Tom Burns, Kent County, Professional Member
Al Hause, Kent County, Public Member
Donna Klimowicz, New Castle County, Professional Member (9:36 a.m. – 12:48 p.m.)
Tim Riale, Sussex County, Professional Member

DIVISION STAFF

Jessica Williams, Administrative Specialist II

MEMBERS ABSENT

Tammy Reagan, Sussex County, Professional Member
Casey Price, Sussex County, Professional Member
Elaine Woerner, New Castle County, Professional Member

ALSO PRESENT

Karen Alleva, NCCBOR
Crystal Hudson, SCAOR
Regina Lundeen, DAR
Sal Sedita

CALL TO ORDER

Mr. Doyle called the meeting to order at 9:33 a.m.

Welcome New Committee Member, Barbara Brodoway

Board introductions took place to benefit the new public member of the Committee, Barbara Brodoway.

REVIEW OF MINUTES

A motion was made by Ms. Hake, seconded by Ms. Benson, to approve the July 5, 2012 minutes as presented. Motion unanimously carried.

NEW BUSINESS

Review of Course Provider Applications

A motion was made by Mr. Burns, seconded by Ms. Klimowicz, to recommend to the Real Estate Commission approval of the following items as noted below. Motion unanimously carried.

Course Provider: Association of Realtors School

Course Title: CRS 200 – Business Planning & Marketing for the Residential Specialist **Approved**

Credit Hours: 6.0

Modules: 6 & 7

Course Provider: The CE Shop

Course Title: Roadmap to Success: Business Planning for Real Estate **Approved for Module 7**

Credit Hours: 3.0

Module: 7

Course Title: Uncle Sam has Homes for Sale: Listing & Selling HUD Homes **Approved for Module 7**

Credit Hours: 3.0

Module: 7.0

Course Provider: Maryland Association of REALTORS

Course Title: How to Use the FHA 203K Program **Approved for 1 Hour**

Credit Hours: 1.0

Module: 7

Course Title: Foreclosures, Short Sales, REO's & Related Concepts **Approved**

Credit Hours: 3.0

Module: 7

Course Title: Investment Property Buyers Market **Approved**

Credit Hours: 3.0

Module: 7

Course Title: Investment Property Sellers Market **Approved**

Credit Hours: 2.0

Module: 7

Course Title: Fair Housing **Approved for 1 Hour**

Credit Hours: 1.0

Module: 7

Course Title: Code Green – Green Building Briefing **Approved**

Credit Hours: 3.0

Module: 7

Course Title: Reverse Mortgages – Financing Strategies for 62+ Clients **Approved for 1 Hour**

Credit Hours: 1.0

Module: 7

Course Title: Federal Programs & National Housing Initiatives **Approved**
Credit Hours: 2.0
Module: 7

Course Title: Bridging the Gap **Approved**
Credit Hours: 2.0
Module: 7

Course Provider: Keller Williams Realty

Course Title: Practices of Real Estate **Approved Contingent upon Receipt of Notification that the**
Course Title has been Changed
Credit Hours: 3.0
Module 6

Course Title: Home Staging Ins and Outs **Approved**
Credit Hours: 3.0
Module: 7

Course Provider: Delaware Association of REALTORS

Course Title: Module 1 – Agency & Fair Housing **Approved**
Credit Hours: 3.0
Module: 1

Course Title: Module 2 – Professional Standards **Approved**
Credit Hours: 3.0
Module: 2

Course Title: Module 3 – Real Estate Documents **Approved**
Credit Hours: 3.0
Module: 3

Course Title: Module 4 – Office Management **Approved**
Credit Hours: 3.0
Module: 4

Course Title: Module 5 – Legislative Issues **Approved**
Credit Hours: 3.0
Module: 5

Course Title: Module 6 – Practices of Real Estate **Approved Contingent for Module 7 upon**
Receipt of Notification that the Course Title has been Changed; Not Approved for Module 6 as
Requested, Does Not Meet Guideline Criteria
Credit Hours: 3.0
Module: 6

Course Title: Module 6 – Practices of Real Estate **Approved Contingent for Module 7 upon**
Receipt of Notification that the Course Title has been Changed ; Not Approved for Module 6 as
Requested, Does Not Meet Guideline Criteria
Credit Hours: 3.0
Module: 6

Course Title: Module 7 – Elective **Approved Contingent upon Receipt of Notification that the Course Title has been Changed**
Credit Hours: 3.0
Module: 7

Course Title: Module 7 – Elective **Approved Contingent upon Receipt of Notification that the Course Title has been Changed**
Credit Hours: 3.0
Module: 7

Course Provider: Sussex County Association of REALTORS

Course Title: Module 7 – Social Media **Approved**
Credit Hours: 3.0
Module: 7

Course Provider: Central Delaware Real Estate Academy

Course Title: Contracts: The Foundation of Our Industry **Approved**
Credit Hours: 3.0
Module: 3

Course Title: So You Want to Open an Office **Approved**
Credit Hours: 3.0
Module: 4

Course Title: What's The Difference Between Business Ethics and Personal Ethics? **Approved**
Credit Hours: 3.0
Module: New Licensee Module 1

Course Title: Contracts: The Foundation of Our Industry **Approved**
Credit Hours: 3.0
Module: New Licensee Module 2

Course Title: Sign on the Dotted Lines **Approved**
Credit Hours: 3.0
Module: New Licensee Module 3

Course Title: Do Unto Others **Approved**
Credit Hours: 3.0
Module: New Licensee Module 4

UNFINISHED BUSINESS

Review Previously Tabled Instructor Applications

A motion was made by Mr. Burns, seconded by Mr. Hause, to recommend to the Real Estate Commission approval, denial, or tabling, of the following items as noted below. Motion unanimously carried.

Jane Patchell **Approved to Teach Pre-Licensing & Broker's Course At This Time Only – All Continuing Education Courses Tabled for Clarification & Qualifications from Applicant**

Continuing Education:

New Licensee Module 1 – License & Statutory Law; Complaint Process; Ethics;
Sanctions/Monetary Awards; Professional Standards; All Other Topics

New Licensee Module 2 – DE Agreement of Sale; DUCIOA; Unauthorized Practice of Law; VA/FHA Amendatory Language; Agency/CIS; Addenda – Short Sale/Must Sell; Financing/Mortgages; All Other Topics

New Licensee Module 3 – DE Listing Agreement; Seller's Disclosure; DUCIOA – Resale Certificate; Addenda; CIS; HUD-1; Disclosures – Radon/Lead; Buyer Agency; All Other Topics

New Licensee Module 4 – Protection of Public; License and Statutory Law; Protection of Property; Respect for Peers; All Other Topics

Module 1 – Legislation (Now & Then); Laws – CRA/HOPA/Megan's Law; Blockbusting; Agency/CIS Requirements; Americans with Disabilities; Article 10-Code of Ethics; CIS-Duties/Liability; Steering/Redlining; All Other Topics

Module 2 – License & Statutory Law; Ethical Real Estate Practice; Case Law & Studies; Professional Standards; Complaint Process; Sanctions/Monetary Awards; All Other Topics

Module 3 – All Real Estate Documents; Contract Remedies; Unauthorized Practice of Law; Sale/Lease Contracts; Listing Agreements; Contract Elements/Breach; Employment Agreements; All Other Topics

Module 4 – License Law/Continuing Ed; Records Maintenance; AntiTrust/ Ethics Compliance, Escrow Accounts; Office Setup; Advertising/Signage; RESPA/DREC/Agency Compliance; Overseeing Agents; Contract; Independent Contractor Agreement; Forms/Policy & Procedures Manual

Module 5 – FED/DE Legislative Issues; Tax Ditches; DREC Seminar; BPO; Disclosures; New Laws/Regulations; All Other Topics

Module 6 – Commercial Sales/Leasing; Landlord Tenant Code; Land Use Issues- Zoning; Property Management; Rental – Long & Short Term/CIS; Ordinances & Statutes; All Other Topics

Module 7 – Real Estate Law; Zoning/Subdivision/Variances; Home Owner Associations – DUCIOA; Banking/Financing; All Other Legal Topics

Pre-Licensing Course:
Real Estate Law

Broker's Course:
Real Estate Documents; Legal & Governmental Aspects of Real Estate

A motion was made by Mr. Hause, seconded by Ms. Klimowicz, to recommend to the Real Estate Commission approval, denial, or tabling, of the following items as noted below. Motion unanimously carried.

R. Matthew Longo **Approved to Teach Pre-Licensing & Broker's Course At This Time Only – All Continuing Education Courses Tabled for Clarification & Qualifications from Applicant**

Continuing Education:
New Licensee Modules 1-4; Modules 1-7

Pre-Licensing Course:
Real Estate Law

Broker's Course:

Real Estate Documents; Legal & Governmental Aspects of Real Estate

A motion was made by Ms. Benson, seconded by Mr. Burns, to recommend to the Real Estate Commission approval, denial, or tabling, of the following items as noted below. Motion unanimously carried.

Andrew Wetzel **Approved**

Continuing Education:

Module 7 – Realtors Property Resource (RPR); ABR; e-Pro; SFR; SRES

John Kerrigan **Approved to Teach Continuing Education Only; Deny Pre-Licensing Courses**

Continuing Education:

Module 7 – Lead; Radon; Water; Construction; Pest Control; Mold; Personality Typing; NLP; Stucco

Pre-Licensing Course:

Real Estate Sales

Edward Hatch **Approved**

Continuing Education:

Module 7 – CRS 200; CRS 201; CRS 202; CRS 210; New Negotiating Edge; Extraordinary Customer Service; CRB – Risky Business in Real Estate; CRB Customer Service; Customer Service Referral Business

NEW BUSINESS

Review of Instructor Applications

A motion was made by Ms. Benson, seconded by Mr. Burns, to recommend to the Real Estate Commission approval, denial, or tabling, of the following items as noted below. Motion unanimously carried.

Allison Mooney **Approved**

Continuing Education:

Module 7: Fair Housing; Professional Ethics in Practice

Thomas Lundstedt **Approved**

Continuing Education:

Module 7: Investment Property Sellers Market; Investment Property Buyers Market

Thomas Dreschler **Tabled for Resume**

Continuing Education:

Module 7: Foreclosure; Short Sales; REO's & Related Concepts

Vito Simone **Approved**

Continuing Education:

Module 7: How to Use the 203K Program

Stuart Kaplow **Approved**

Continuing Education:

Module 7: Green Building

Steve Pearson **Approved**

Continuing Education:

Module 7: Bridging the Gap; Federal Programs & National Incentives

Patricia Farrell **Approved**

Continuing Education:

Module 7: Reverse Mortgages – Financing; Strategies for 62+ Clients

Review Requests for Amendments to Course Approvals

A motion was made by Mr. Burns, seconded by Ms. Benson, to recommend to the Real Estate Commission approval, denial, or tabling, of the following items as noted below. Motion unanimously carried.

The Frederick Academy of Real Estate

- Real Estate Investment Fundamentals (Approval # 10311132, Expiring 10/31/13): Module 7
Approved for Module 7; Not Module 6 as Requested
- Real Estate Hot Buttons & Issues (Approval # 10311133, Expiring 10/31/13): Module 6
Approved for Module 7; Not Module 6 as Requested
- Charitable Giving Through Donations of Real Estate (Approval 10311131, Expiring 10/31/13) Module
Approved for Module 7; Not Module 6 as Requested
- Short Sales Done the Right Way (Approval # 01311133, Expiring 1/31/13): Module 7
Approved
- Environmental Issues (Approval # 03311131, Expiring 03/31/13): Module 7
Approved
- Dispute Avoidance & Resolution (Approval # 03311133, Expiring 03/31/13): Module 7
Approved
- The Anatomy of a House – Condensed Version (Approval # 07311122, Expiring 7/31/2013): Module 7
Approved

The CE Shop

- Basics of Real Estate Taxation (Approval # 11301031, Expiring 11/30/12): Module 7
Approved
- Breaking Barriers: Fair Housing (Approval # 11301032, Expiring 11/30/12): Module 7
Approved
- Certified Short Sale Agent (Approval # 12311061, Expiring 12/31/12): Module 7
Approved
- Cracking the Code of Ethics (Approval # 11301033, Expiring 11/30/12): Module 2
Approved
- Diversity: Your Kaleidoscope of Clients (Approval # 11301034, Expiring 11/30/12): Module 7
Approved

- Foundations of Real Estate Finance (Approval # 11301035, Expiring 11/30/12): Module 7
Approved
- From Contract to Keys: The Mortgage Process (Approval # 11301036, Expiring 11/30/12): Module 3
Approved for Module 7; Not Module 3 as Requested
- Keeping it Honest: Understanding Real Estate & Mortgage Fraud (Approval # 11301037, Expiring 11/30/12): Module 7
Approved
- Online Risk Management (Approval # 12311112, Expiring 12/31/13): Module 7
Approved
- Real Estate Investors & Your Business (Approval # 09301121, Expiring 9/30/13): Module 7
Approved
- Real Estate Technology: The Professionals Guide to Success (Approval # 11301039, Expiring 11/30/12) Module 7
Approved
- Seller Representative Specialist (SRS) (Approval # 12311111, Expiring 12/31/13): Module 7
Approved
- Selling to Your Sphere of Influence (Approval # 113010310, Expiring 11/30/12): Module 7
Approved
- Title & Escrow: Two Families One Transaction (Approval # 113010311, Expiring 11/30/12): Module 7
Approved
- Accredited Staging Professional (ASP) (Approval # 103111101, Expiring 10/31/13): Module 7
Approved
- At Home with Diversity (Approval # 0511226, Expiring 5/31/13): Module 2
Approved
- BPO's: The Agents Role in the Valuation Process (Approval # 06301230, Expiring 6/30/14): Module 5
Approved for Module 7; Not Module 5 as Requested
- E-Pro Certification Program: Day 1 (Approval # 05311224, Expiring 5/31/14): Module 7
Approved
- E-Pro Certification Program: Day 2 (Approval # 05311225, Expiring 5/31/14): Module 7
Approved for Module 6; Not Module 7 as Requested
- Real Estate Marketing Reboot: Innovate>Relate>Differentiate (Approval # 05311223, Expiring 5/31/14): Module 7
Approved
- RPR: Real Time Data, Market Knowledge, Informed Customers (Approval # 05311222, Expiring 5/31/14): Module 7
Approved

- Seniors Real Estate Specialist (SRES) Designation Course (Approval # 05311221, Expiring 5/31/14):
Module 7
Approved

Keller Williams Realty

A motion was made by Mr. Riale, seconded by Ms. Klimowicz, to recommend to the Real Estate Commission approval, denial, or tabling, of the following items as noted below. Motion unanimously carried.

- Salesperson Core Course (Approval # 03311261, Expiring 3/31/14): Module 1
Denied – Does Not Qualify for Module Approval

A motion was made by Mr. Burns, seconded by Ms. Benson, to recommend to the Real Estate Commission approval, denial, or tabling, of the following items as noted below. Motion unanimously carried.

- NAR Quadrennial Ethics Course (Approval # 01311212, Expiring 1/31/14): Module 2
Approved

A motion was made by Mr. Riale, seconded by Ms. Klimowicz, to recommend to the Real Estate Commission approval, denial, or tabling, of the following items as noted below. Motion unanimously carried.

- Broker's Core Course (Approval # 03311262, Expiring 3/31/14): Module 4
Denied – Does Not Qualify for Module Approval

A motion was made by Mr. Burns, seconded by Ms. Benson, to recommend to the Real Estate Commission approval, denial, or tabling, of the following items as noted below. Motion unanimously carried.

- Legislative Issues (Approval # 01311211, Expiring 1/31/14): Module 5
Approved
- Stucco – The Nitty Gritty (Approval # 02281211, Expiring 2/28/14): Module 7
Approved
- Home Inspections 101 (Approval # 04301161, Expiring 4/30/13): Module 7
Approved
- Environmental Issues & the Real Estate Transaction (Approval # 04301162, Expiring 4/30/13): Module 7
Approved

Central Delaware Real Estate Academy

A motion was made by Mr. Riale, seconded by Ms. Klimowicz, to recommend to the Real Estate Commission approval, denial, or tabling, of the following items as noted below. Motion unanimously carried.

- Broker Core Course (Approval # 08311172, Expiring 8/31/13): Modules 1 & 2
Denied – Does Not Qualify for Module Approval
- Salesperson Core Course (Approval # 0811171, Expiring 8/31/13): Module 1
Denied – Does Not Qualify for Module Approval

A motion was made by Mr. Burns, seconded by Ms. Benson, to recommend to the Real Estate Commission approval, denial, or tabling, of the following items as noted below. Motion unanimously carried.

- Legislative Update (Approval # 03311281, Expiring 3/31/14): Module 5
Approved

A motion was made by Mr. Riale, seconded by Ms. Klimowicz, to recommend to the Real Estate Commission approval, denial, or tabling, of the following items as noted below. Motion unanimously carried.

- DREC Property Management Course (Approval 103111111, Expiring 10/31/13): Modules 6 & 7
Denied – Does Not Qualify for Module Approval

Mr. Burns moved, seconded by Ms. Benson, to overturn their previous decision to recommend approval from the July 5, 2012 meeting, for the Salesperson Core Course to be amended as Module 1 for Ward and Taylor due to the fact that the courses do not meet the module qualifications. Motion unanimously carried.

Review Requests for Amendments to Instructor Approvals

A motion was made by Mr. Burns, seconded by Mr. Riale, to recommend to the Real Estate Commission approval, denial, or tabling, of the following items as noted below. Motion carried with Ms. Benson abstaining from her request.

Michael McAllister **Approved**
Amendment to Include Approvals for: Modules 1-7

Larry Tims **Approved**
Amendment to Include Approvals for: Modules 1-7; New Salesperson Modules 1-4

Colin McGowan **Approved**
Amendment to Include Approvals for: Modules 1-4, Module 5 – Agency; Module 5 – Bankruptcy;
Module 5 – Deferred Exchanges and Capital Gains Tax; Module 6; Module 7 – Foreclosure;
Module 7 – Practice of Appraising

Danielle Benson **Approved**
Amendment to Include Approvals for: New Salesperson Modules 1-4

Michael McGavisk **Approved**
Amendment to Include Approvals for: Modules 1-7; New Salesperson Modules 1-4

John Kerrigan **Approved**
Amendment to Include Approval for Module 7

Lisa Roddis **Approved**
Amendment to Include Approval for Module 7

Dee Hake Henderson **Approved**
Amendment to Include Approvals for: Modules 1-7; New Salesperson Modules 1-4

Arlene Benton **Approved**
Amendment to Include Approvals for: Modules 1-7; New Salesperson Modules 1-4

Roberta Jones **Approved to Only Teach Modules 6 & 7 Only; Not Modules 1, 2, 3, 4, & 5; New Salesperson Modules 1-4 as Requested**

Andrew Taylor **Approved**

Amendment to Include Approvals for: Modules 1-7; New Salesperson Modules 1-4

The Committee discussed their concerns about the need to educate instructors about the application process. It was suggested that when notification is sent from the Commission addressing the regulatory changes, that it is clear if a potential instructor wishes to apply for approval, they must meet the qualifications of each module in order to receive approval. Mr. Doyle will bring this suggestion to the Commission's attention during their next regularly scheduled meeting.

Update from the Commission – Mr. Doyle

Mr. Doyle advised the Committee that the recommendations for the annual seminar were approved. He requested that the members of the Education Committee volunteer to assist with the event which will be held on September 13, 2012, at Polytech High School in Woodside, Delaware. Mr. Doyle stated that the Commission determined the required modules which will need to be required for reinstatement, and will advise the Committee of the specific modules during the next regularly scheduled meeting.

Correspondence

There was no correspondence.

Other Business Before the Committee (for discussion only)

Mr. Doyle informed the Committee that there are specific guidelines in regards to attending the Education Committee meetings. Ms. Price has missed quite a few, and he has attempted to contact her with no response. Mr. Riale will attempt to contact Ms. Price to see if she is still interested in attending the meetings.

Mr. Doyle also reminded the Committee that they are still in need of a public member from Sussex County. If they are aware of any individuals that may be interested in being appointed to the Committee, he asked that they submit a letter of consideration along with their resume to Ms. Williams.

Public Comment

Ms. Hudson asked the Committee about the new procedures that will be in place regarding the new regulations. The Committee answered Ms. Hudson's questions and addressed her concerns.

Ms. Harvey inquired as to what the effective date is for new licensees who will be required to complete the New Salesperson Modules. Ms. Williams advised her that any individual, whose license was not granted by reciprocity on or after July 11, 2012 will be required to complete the modules.

Next Scheduled Meeting

The next meeting will be held on Thursday, September 6, 2012 at 9:30 a.m. in Conference Room A, second floor of the Cannon Building, 861 Silver Lake Boulevard, Dover, Delaware.

Adjournment

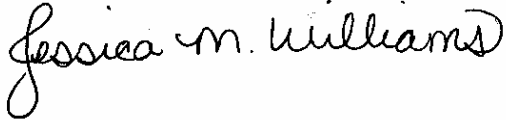
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There being no further business, Mr. Burns made a motion, seconded by Ms. Klimowicz, to adjourn the meeting. Motion unanimously carried. The meeting adjourned at 12:46 p.m.

Respectfully submitted,

A handwritten signature in black ink that reads "Jessica M. Williams". The signature is written in a cursive, flowing style.

Jessica M. Williams
Administrative Specialist II